

# **14 FAM 500 EMPLOYEE LOGISTICS – TRAVEL**

## **14 FAM 510 FOREIGN SERVICE TRAVEL REGULATIONS' AUTHORITY AND APPLICABILITY**

*(CT:LOG-3; 06-28-2005)  
(Office of Origin: A/LM)*

### **14 FAM 511 SCOPE AND STATUTORY AUTHORITY**

#### **14 FAM 511.1 Policy**

##### **14 FAM 511.1-1 Authorization and Pay for Official Travel and Related Expenses**

*(CT:LOG-1; 05-27-2005)  
(Uniform State/BBG/USAID/Commerce/Agriculture)  
(Foreign Service)*

It is Department of State policy that the Secretary authorize and pay for the official travel and related expenses of members of the Foreign Service and their families, including costs or expenses incurred for:

- (1) Proceeding to and returning from assigned posts of duty;
- (2) Authorized or required home leave;
- (3) Family members to accompany, precede, or follow a member of the Service to a place of temporary duty;
- (4) Representational travel;
- (5) Medical travel;
- (6) Rest and recuperation travel;
- (7) Evacuation travel;

- (8) Visitation travel;
- (9) Return remains of member of the Service or of a family member of the Service who dies abroad or while assigned within the United States; and
- (10) Other travel as necessary to accomplish the Department's mission.

## **14 FAM 511.1-2 Transitional Provisions**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Foreign Service travel, transportation, and related expenses under travel orders issued prior to the effective date of these regulations, but incurred after the effective date, are payable:

- (1) Under these regulations; or
- (2) Under regulations in effect at the time the travel order was issued.

## **14 FAM 511.2 Applicability**

### **14 FAM 511.2-1 In General**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Except as provided in 14 FAM 531.4 and 14 FAM 531.7, these regulations cover travel of Foreign Service employees and the members of their families, storage and shipment of their effects, and motor vehicles, and apply to travel and transportation within the United States as well as abroad.

- b. Except as provided in 14 FAM 531.2, 14 FAM 531.9, 14 FAM 571, 14 FAM 572.1, 14 FAM 572.3, 14 FAM 573.7, 14 FAM 561, 14 FAM 611.2, 14 FAM 611.5-2, and 14 FAM 300, the travel and transportation regulations for Civil Service employees are contained in the Federal Travel Regulations (FTR). The FTR is issued under the authority of 5 U.S.C. 5701 - 5709, 31 U.S.C. 1353, and 40 U.S.C. 486(c).
- c. For **USAID**, these regulations also cover FC Schedule employees of participating agencies, including commissioned officers of the Uniformed Services assigned to USAID programs abroad. These regulations do not apply to USAID third-country national employees as defined in pertinent USAID handbooks. Expenses are allowed in accordance with the regulations in effect at the time expenses are actually incurred, except as

provided by 14 FAM 511.1-2.

## **14 FAM 511.2-2 Relation to Federal Travel Regulations**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

The Federal Travel Regulations (FTR) do not apply to Foreign Service personnel except as specifically referenced by Department regulations.

## **14 FAM 511.3 Definitions**

*(CT:LOG-3; 06-28-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

**Agency:** The United States Information Agency or the United States Agency for International Development and its participating agencies, as appropriate.

**Air gateway:** The point at which an air shipment enters the United States.

**Approval:** Written approval for travel performed and related expenses incurred without prior authorization.

**Authorization:** Written authority for travel and related expenses issued prior to commencement of travel.

**Authorizing officer:** Any officer who has been delegated the authority to approve travel.

**Baggage:** Official and personal property needed by the traveler for use en route or immediately upon arrival at destination. See 6 FAM 148.2 Unaccompanied Air Baggage.

**Blanket travel:** A travel authorization (open authorization) allows for an extended period of time and/or for multiple trips. See 6 FAM 123.3.

**Business class:** *A premium class of accommodations offered by airlines that is higher than coach and lower than first-class, in both cost and amenities. This class of accommodation may be referred to as "business, business elite, business first, world business, connoisseur," or "envoy," depending on the airline.*

**Calendar day:** The 24-hour period beginning at one second after midnight (12:00:01 a.m.) and ending at midnight.

**Chief of mission:** Chiefs of mission as defined by the Foreign Service Act of 1980, and principal officers at posts not subject to the administrative jurisdiction of another post.

**Coach-class air accommodations:** The basic class of accommodations offered by an air carrier to passengers that includes a level of service available to all passengers regardless of the fare paid. The *terms "tourist" or "economy class" are used sometimes for this class of accommodation.*

**Coach-class train accommodations:** The basic class of train accommodations offered by rail carriers to passengers that includes a level of service that is available to all passengers regardless of fare paid. The term "coach-class train accommodations" includes reserved coach accommodations, as well as slumber coach accommodations, when overnight travel is involved.

**Code-share flight:** A U.S.-flag air carrier service resulting from an agreement between a U.S. carrier and a foreign carrier which allows the U.S. carrier to lease seating space on an aircraft belonging to (and operated by) a foreign carrier. A code-share flight qualifies as a U.S.-certificated service and complies with title 14, Code of Federal Regulations (CFR), provided the ticket, or documentation for an electronic ticket, identifies the U.S. carrier's code and flight number. A code-share flight complies with the Fly America Act.

**Constructive cost:** A cost that reflects the total amount of per diem, travel, transportation, and incidental expenses the U.S. Government would pay for an employee's direct travel. For cost constructing purposes, only the travel and transportation costs may be used as a basis for the cost construct.

**Continental United States (CONUS):** The contiguous 48 States and the District of Columbia. See also United States, below.

**Continuous storage:** The storage of household effects while an employee is assigned to or is at an official station (or duty post) to which the employee will not or cannot transport household effects.

**Cost-constructed travel:** Travel based on a cost comparison between the cost of official (i.e., direct) travel and the cost of personal (i.e., indirect) travel. When cost constructing travel, the traveler can only claim the cost of the fare(s) the U.S. Government would have paid to the contract and/or common carrier or the cost of the commercial fare(s) the traveler actually paid to common carriers, whichever is less. Cost-constructed travel is subject to the provisions of 14 FAM 573.1 as well as other provisions of Department travel regulations.

**Destination rate:** The per diem rate applicable to the next location where the employee will perform temporary duty or where the employee makes an en route stopover to obtain overnight lodging.

**Direct route:** The usually traveled route consistent with the most expeditious mode of transportation and the established scheduled

services of contract and other common carriers. A direct route takes into consideration the provisions of 14 FAM 572, 14 FAM 573.1, and other provisions of the Department travel regulations.

**Direct travel:** Official travel from authorized origin to authorized destination that uses the mode of travel authorized in the orders and consistent with the established scheduled services of contract and other common carriers. Direct travel is subject to the provisions of 14 FAM 573.1 as well as other provisions of Department travel regulations.

**Duty station:** The station to which an employee is officially assigned. Also, see definition for **post** in this section.

**Effects:** Also, see definition for **household effects** in this section.

**Eligible family members:**

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship at least until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel;
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM); and
- (4) Spouse.

**ELSO (European Logistical Support Office)—Antwerp:** Located in Antwerp, Belgium, ELSO provides for the handling of household effects (HHE) to specified posts abroad.

**Employee:** A U. S. citizen appointed in any one of the categories listed in section 103 of the Foreign Service Act of 1980, or appointed pursuant to other statute deriving employment authority from the Act, but excluding USAID third-country national employees.

**Excess luggage:** The extra weight or number of pieces of accompanied baggage (luggage) that exceed the weight or number of pieces that are provided free by the carrier according to the mode and type of

transportation the traveler is using (see 14 FAM 555.1).

**Extra-fare train:** A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops). The term "extra-fare train" does not mean first-class train accommodations, even though an extra-fare train may offer first-class accommodations (see 14 FAM 554.1-4 for rules governing extra-fare service).

**First-class air accommodations:** *Generally, the highest class of accommodations offered by the airlines in terms of both cost and amenities. Termed "first-class" by the airlines and by any reservation system.*

**First-class steamer accommodations:** Includes all accommodation classes above the lowest class, including, but not limited to, suites.

**First-class train accommodations:** Includes bedroom, roomettes, club service, parlor car accommodations, business-class, or other premium accommodations.

**Foreign-flag vessel:** Vessel registered under the laws of a foreign country.

**Gross weight:** Obtained by adding to the net weight the weight of lift vans, outside shipping containers, and the weight of dunnage or bracing material used to secure articles in such vans or containers.

**Heads of agency at establishments abroad:** USAID mission director or USAID representative; officers in charge of radio relay stations or radio program centers; and officers in charge of regional service centers.

**Household effects:** Furniture, consumables, and household and personal effects, including automotive replacement parts, tires, tubes, and accessories, for the use of an employee and the employee's family, but excluding boats, aircraft, animals, birds, pets, and plants. Snowmobiles and vehicles with two or three wheels (e.g., motorcycles, mopeds, and golf carts) may be shipped as household effects.

**Incidental expenses covered by per diem:** Laundry, dry-cleaning, and pressing; fans, air conditioning, heating, radio, or television in rooms; and transportation between place of lodging or business and places where meals are taken, except as specified in 14 FAM 544, paragraph f.

**Indirect route:** The portion of any journey that deviates from a usually traveled route.

**Indirect travel:** Personal travel done on a cost-constructive basis against official (i.e., direct) travel. Indirect travel is subject to the provisions of 14 FAM 573.1 as well as other provisions of Department travel regulations.

**Locality rates:** The maximum per diem rates prescribed for specific localities.

**Lodging:** Includes expenses for overnight sleeping facilities; baths; personal use of the room during daytime; and service charges for fans, air conditioners, heaters, radios or televisions in rooms, etc.

**Lodging-plus system:** A single worldwide computation system that includes two components:

- (1) A fixed maximum rate for commercial or other lodging as prescribed by the appropriate agency's regulations (the authorizing officer may specify a lesser rate under certain circumstances); and
- (2) A fixed locality rate for meals and incidental expenses that requires no receipts or traveler certification. These rates are prescribed by the appropriate agency's regulations and may be lowered by the authorizing officer.

**Lowest-class steamer accommodations:** The least expensive class of reserved accommodations available on a steamer.

**Maid services in a foreign locality:** Reimbursement against the lodging portion of the lodgings-plus payment is permissible if all of the following requirements are met:

- (1) U.S. Government quarters are furnished at no cost to the traveler;
- (2) Reimbursement does not exceed 10% of the applicable daily lodging rate for the locality averaged over the period of the traveler's stay in the quarters;
- (3) U.S. Government employees, contractors, or their eligible family members cannot be the recipients of any part of the payment;
- (4) Payment is receipted and represents a customary payment; and
- (5) Payment is made in a foreign area.

**Meals:** Expenses for breakfast, lunch, dinner, and related tips and taxes (excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).

**Mobile homes:** All types of house trailers and mobile dwellings constructed for use as residences to be moved overland, either by being self-propelled or towed.

**Motor vehicle:** A privately owned motor vehicle is a motor vehicle owned by the employee or a member of the employee's family who is authorized to travel, and used by the employee and/or employee's immediate family for the primary purpose of providing personal transportation (see 14 FAM 615.7 on limitations).

**Net weight:** Consists of actual effects plus cartons, barrels, fiber drums, crates and boxes, as well the necessary wrapping and cushioning material, used to pack fragile articles for shipment or storage. Fragile

articles include clothing, linens, books, pictures, mirrors, lampshades and bases, bric-a-brac, glassware, chinaware, and other articles that normally require preliminary packing before removal from the residence.

**New appointees:** Includes not only individuals when first appointed to U.S. Government service but also individuals appointed after a break in service except that employees separated as a result of reduction-in-force or transfer of function may be treated as transferees instead of new appointees. New appointees do not include individuals who transfer from one Federal Government personnel system to another Federal Government personnel system where there is no break in service.

**Nontemporary storage:** Storage of household effects while an employee is assigned to or is at an official station (or duty post) to which the employee will not or cannot transport household effects.

**Official rest stop:** An official rest stop is defined as a U.S. Government-funded rest period, not to exceed 24 hours, plus necessary time to obtain the earliest transportation to the authorized destination. Full per diem (lodging and miscellaneous and incidental expenses (M&IE)) at the official rest-stop location rate is authorized in these circumstances. See 14 FAM 574.4 and 14 FAM 554.2-4, subparagraph b(7)(e) for official rest-stop authorization criteria.

**Per diem:** An allowance granted in lieu of reimbursement of actual subsistence expenses. This allowance includes, where applicable, taxes and service charges.

**Post:** The duty station to which an employee is officially assigned.

**Separate maintenance allowance (SMA):** An allowance intended to offset the additional expenses incurred by an employee who is compelled by the circumstances described in subparagraphs (1) through (3) below to maintain a separate household for the family or a member of the family:

- (1) **Involuntary SMA** (for the convenience of the U.S. Government): When adverse, dangerous, or notably unhealthy conditions warrant the exclusion of members of family from an area or when the agency determines a need to exclude members of a family from accompanying an employee to an area;
- (2) **Transitional SMA** (following termination of an evacuation and conversion of a post to an unaccompanied status): The purpose of transitional SMA is to assist an employee with additional costs incurred when eligible family members are required to occupy commercial housing while establishing permanent housing following an evacuation;



- (3) **Voluntary SMA** (for special needs or hardship of an employee): When an employee requests SMA for special needs or hardship prior to or after arrival at post for reasons including but not limited to career, health, education or family considerations for the spouse, children or other family member (children, including sisters and brothers, unless attending secondary school must be under age 18 or incapable of self support).

**Single-class air accommodations:** *This term applies when an airline offers only one class of accommodation to all travelers.*

**Slumber coach:** Includes, in the United States, slumber coach accommodations on trains offering such accommodations, or, in general, the lowest level of economy sleeping accommodations available on a train.

**Standard CONUS rate:** Generally, the standard CONUS per diem rate is prescribed for any location within CONUS that is not included in one of the defined localities or areas for which a specific rate is prescribed in FTR, Chapter 301, Appendix A.

**Steamer:** Any ocean vessel that provides accommodations for passenger travel. The term "steamer" does not include local commuter launches, but see 14 FAM 554.1.

**Temporary detail:** Temporary duty at a place other than the employee's official duty station or post of assignment.

**Temporary storage:** The storage of household effects for a limited period of time at place of origin, destination, or en route in connection with transportation to, from, or between official duty stations. Also, see definition for **continuous storage** in this section.

**TMFOUR (travel message four):** Personnel action and travel authorization for Foreign Service appointment, PCS, home leave/return to post, and separation.

**TMSIX (travel message six):** Post-issued travel authorization amendments on certain aspects of travel under Washington, DC-held Allotment 2025.

**Transfer:** A permanent change of station (PCS) from one post of assignment to another.

**Transportation expenses:** Includes commercial bus, air, rail, or vessel/steamship fares. Other transportation expenses include local transit system, taxi fares, cost of commercial rental cars and other special conveyances; and mileage and other allowances to cover operating expenses for use of privately owned conveyances, including fees for parking, ferries, etc.

**Travel management center (TMC):** A commercial travel agent under joint contract with the General Services Administration (GSA), Department of State, and other Foreign Affairs agencies.

**United States:** The several States, the District of Columbia, and any area or jurisdiction over which the United States exercises sovereignty.

**Usually traveled route:** See paragraph q of this section (direct route).

**Worldwide:** Within and outside the United States.

## 14 FAM 511.4 Authorities

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

- a. Transportation regulations and policy, as set forth in this volume of the FAM, are carried out under the applicable laws of the United States, principally those contained in:
  - (1) The Foreign Service Act of 1980, as amended;
  - (2) The Mutual Educational and Cultural Exchange Act of 1961, as amended, the Foreign Affairs Act of 1980 and Reorganization Plan No. 2 of 1977;
  - (3) The Foreign Assistance Act of 1961, as amended, Executive Order 10973 dated November 3, 1961, as amended, and State Department Delegation of Authority 104 of November 3, 1961, as amended;
  - (4) 41 CFR 101, Public Contracts and Property Management;
  - (5) USAID Automated Directives System sections ADS 522, ADS 523, ADS 524, ADS 525 and Series 500 Interim Update 18;
  - (6) Federal Travel Regulations (FTR);
  - (7) Standardized Regulations (Government Civilians, Foreign Areas);
  - (8) 5 U.S.C. 5742;
  - (9) 41 CFR 301.10, CFR 301.50 and CFR 301.73;
  - (10) The Foreign Affairs Reform and Restructuring Act of 1998;
  - (11) Panama Canal Treaty of 1977 and related agreements (as described in section 3(a) of the Panama Canal Act of 1979); and
  - (12) USAID Automated Directives System section ADS 251, International Disaster Assistance, and Series 200 Interim Update 01-06, USAID/BHR Office of U.S. Disaster Assistance's Guidance for Disaster Planning and Response—FY 2002.

- b. The Secretary of State's authority for use of first-class train or steamer accommodations has been delegated to the Under Secretary for Management (M) under State Department Delegation of Authority 198 dated September 16, 1992.

## **14 FAM 512 EMERGENCY, UNUSUAL, OR ADDITIONAL PAYMENT PERTAINING TO TRAVEL AND TRANSPORTATION**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Any Department or Agency covered by these regulations may authorize any emergency, unusual, or additional payment pertaining to travel and transportation that is necessary or expedient, if allowable under existing authority, whether or not specifically provided for by these regulations (see 14 FAM 521.2-1).

## **14 FAM 513 OFFICIAL TRAVEL EXPENSES**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

In accordance with the provisions of law and these regulations, Foreign Service employees and the members of their families are entitled only to actual and necessary expenses incurred in the performance of official travel. Travelers are expected to make a conscientious effort to minimize costs of official travel and to assume costs of a personal nature and any additional expenses incurred for personal convenience. See 14 FAM Exhibit 513.

## **14 FAM 514 AGENCY EXCEPTIONS**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

- a. Although employees are responsible for strict compliance with these regulations, there are instances in which allowances are exceeded or excess costs are incurred for travel, transportation, or storage of effects, despite all reasonable precautions taken by the employees. Examples:

- (1) When the limited shipment allowance will not be sufficient to permit an employee, whose official position has truly representational responsibilities, to ship an adequate amount of furnishings to carry out this phase of official duties in a satisfactory manner; or
  - (2) Occasions when an employee has need of professional materials related to official responsibilities and/or career specialization that are not otherwise available at the post.
- b. **For State employees only:** The Exceptions Committee (EC) has authority over regulations pertaining only to travel, transportation, or storage of effects which are in these regulations; i.e., those found in 6 FAM. The scope of the EC does not include regulations that come under the Department of State Standardized Regulations (DSSR).
- c. The Department of State, BBG, USAID, Commerce, and FAS have established special committees or internal agency procedures (employees should refer to their transportation offices) for reviewing requests for relief and recommending appropriate action when it has been conclusively demonstrated that such excesses have occurred through no fault of the employee, or when an increase in the limited shipping allowance is fully justifiable. Employees who have unavoidably incurred excess charges for travel, transportation, or storage of their effects, or who can justify an increase in their limited shipping allowance, may submit their requests for appropriate relief to the Department of State, BBG, USAID, or Commerce (as appropriate) for consideration by these committees or other established agency procedures.
- d. Requests for an exception for the shipment of professional materials, when filed in advance of shipment, will be acted upon expeditiously and be resolved, whenever possible, prior to departure.
- NOTE:** Medical specialists are authorized to ship professional materials by air prior to departing to or from post as part of the authorized household effects (HHE) shipment allowance. Amounts for this shipment are set at 500 pounds for doctors and psychiatrists, and 100 pounds for nurses and medical technicians.
- e. Requests eligible for consideration by the committees will include, but not be limited to:
- (1) Excess or increased limited shipment when total amount shipped and stored does not exceed the combined shipment and storage allowance under 14 FAM 613 as prescribed by law;
  - (2) Emergency storage of effects and privately owned motor vehicles; and

- (3) Increased limited shipment following reduction due to shipment in connection with marital separation or divorce (in line with provisions of 14 FAM 618.1 and 14 FAM 628.6) when total amount shipped and stored does not exceed the combined shipment and storage allowance under 14 FAM 611.5-1.
- f. The committees have no authority to recommend approval of a request for an increase in an employee's combined shipping and storage allowance or any other request which would be in violation of the Foreign Service Act of 1980, as amended, or any other law, statute, or Comptroller General decision.
- g. Denial of a request for exception will not preclude any right an individual may have to seek a ruling from the General Services Administration (GSA) Board of Contract Appeals either directly or through the finance office of the appropriate agency. Requests are to include complete justification for the desired action, and whenever possible, be supported by pertinent written statements, inventories, bills of lading, or other supporting documents.
- h. For procedures for submitting requests see 14 FAM 518.

## **14 FAM 515 TRAVELER'S RESPONSIBILITY**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

- a. Employees and their eligible family members traveling under official travel authorizations are expected to use the most direct and expeditious routes consistent with economy and reasonable comfort and safety. By the same token, employees are expected to exercise good judgment in the costs they incur for all official transportation expenses as if they were personally liable for payments.
- b. Claims against the U.S. Government for travel costs incurred by an employee are audited and approved according to this philosophy.
- c. The traveler is responsible for the correct performance of official travel for the payment of any charges incurred through failure to comply with the governing regulations, regardless of who may have assisted the traveler in making travel arrangements, and for the value of tickets in traveler's possession purchased with U.S. Government funds or through the exchange of transportation requests. In cases where excess costs occur despite reasonable precautions, requests for relief may be made as set forth in 14 FAM 518.

## 14 FAM 516 LOCAL TRANSPORTATION

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Local transportation, including taxicabs and privately owned motor vehicles at the post of assignment abroad, may be used for the performance of official duties that do not require a travel authorization. Such use shall be in accordance with the policies and procedures as established by the authorizing officer at the post of assignment (see 4 FAM and USAID CD-ROM).

## 14 FAM 517 SUBMITTING TRAVEL VOUCHERS AND UNUSED TICKETS

### 14 FAM 517.1 Prompt Submission of Vouchers

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

- a. Upon completion of travel, the traveler is required to submit an expense report (voucher claim) for reimbursement of expenses within:
  - (1) Five (5) work days of completion of authorized temporary duty (TDY) travel;
  - (2) Seven (7) work days of completion of permanent change of station (PCS); and
  - (3) Seven (7) work days for each thirty (30) calendar-day period for extended travel, including long-term training and PCS travel.

Noncompliance on submission of voucher/claim may result in recovery action in accordance with 4 FAM. **EXCEPTION:** USAID and Commerce on PCS travel require five (5) work days for completion of travel voucher.

- b. Travelers should not postpone this submission until completion of delayed travel by the employee's family or delayed transportation of effects.
- c. Administrative approval of the travel vouchers by approving officials must be completed within two (2) work days of submission by the traveler (for procedures, see 4 FAM and USAID CD-ROM).
- d. For Commerce: When travel authorization or advance is issued in Washington, DC, voucher submission must be filed in Washington, DC.

## **14 FAM 517.2 Submission of Unused Tickets or Carrier Refund Applications for Exchange Tickets**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Travelers should turn in any unused tickets immediately upon arrival at post to the administrative officer (or the executive officer for USAID), or, upon arrival in Washington, DC, to the executive office of the managing bureau or office in accordance with 4 FAM.

## **14 FAM 517.3 Required Receipts**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

Receipts are required for each allowable cash expenditure in excess of \$75, unless it is not practicable to obtain them or if the duties of the traveler are of a confidential nature.

## **14 FAM 517.4 Accountability for Serially Numbered Forms SF-1169 and SF-1103**

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

- a. See 14 FAM Exhibit 513.
- b. An accountable officer is designated at each post to control the procurement, stock, distribution, and accountability for Form SF-1169, U.S. Government Transportation Request (GTR), in accordance with 14 FAM 534.4 and 14 FAM Exhibit 517.4. Similar procedures are followed by the accountable officer for the control and accountability for Form SF-1103, U.S. Government Bill of Lading (GBL), in accordance with 14 FAM 619.
- c. Travelers are held accountable for all serially numbered forms furnished them including spoiled, canceled, unused, lost, or stolen forms. When a GTR is lost or stolen, the traveler immediately notifies the appropriate accountable officer in writing of the loss or theft and includes a complete statement of attendant facts.

## 14 FAM 518 PROCEDURES FOR AGENCY EXCEPTIONS TO FOREIGN SERVICE TRAVEL REGULATIONS

*(CT:LOG-1; 05-27-2005)*

*(Uniform State/BBG/USAID/Commerce/Agriculture)*

*(Foreign Service)*

**a. For State:**

- (1) Forward all requests for committee consideration by telegram or memorandum, subject: "APER; Exception to Foreign Service Travel Regulations," to the executive director of the regional bureau having management over the post to which the employee is assigned; and
- (2) In the case of separations or if new assignment is to the United States, submit requests to the regional bureau of last assignment.

**b. For USAID:**

- (1) Foreign Service personnel who have unavoidably incurred what they consider to be excess charges for travel, transportation, or storage of their effects should first seek relief through the normal administrative process;
- (2) In the United States, employees should submit requests to the Office of Personnel Management, M/PM/FSP or M/PM/EPM, as appropriate;
- (3) At a post abroad, the request should be submitted to the appropriate approving official; and
- (4) Employees who have exhausted the normal administrative process and have not received a satisfactory resolution of their problem may submit a request for committee consideration to the chairperson, Committee on Exceptions, Office of Administration and Services, Travel and Transportation Division (M/AS/TT).

**c. For Commerce:** Forward all requests for committee consideration by telegram or memorandum to USFCS/OIO/OFSP.

**d. For BBG:** Foreign Service personnel who have unavoidably incurred what they consider to be excess charges for travel, transportation, or storage of effects should send an email or memorandum, subject: "Exception to Foreign Service Travel Regulations," to the Travel Manager, Administrative Operations Division, Office of Administration (M/AO), and a copy to the Foreign Service Personnel Coordinator, Office of Personnel (M/P), and a copy to the employee's supervisor and administrative officer.



## **14 FAM 519 UNASSIGNED**

## **14 FAM EXHIBIT 511.4**

### **EXCERPTS OF LAW RELATING TO TRAVEL AND TRANSPORTATION OF EFFECTS**

*(CT:LOG-1; 05-27-2005)*

The Foreign Service Act of 1980, as amended, provides:

**SEC. 901.** The Secretary may pay the travel and related expenses of members of the Service and their families, including costs or expenses incurred for—

- (1) proceeding to and returning from assigned posts of duty;
- (2) authorized or required home leave;
- (3) family members to accompany, precede, or follow a member of the Service to a place of temporary duty;
- (4) representational travel within the country to which the member of the Service is assigned, or, when not more than one family member participates, outside such country;
- (5) obtaining necessary medical care for an illness, injury or medical condition while abroad in a locality where there is no suitable person or facility to provide such care (without regard to those laws and regulations limiting or restricting the furnishing or payment of transportation and traveling expenses), as well as expenses for—
  - (A) an attendant or attendants for a member of the Service or a family member who is too ill to travel unattended or for a family member who is too young to travel alone, and
  - (B) a family member incapable of caring for himself or herself if he or she remained at the post at which the member of the Service is serving;
- (6) rest and recuperation travel of members of the Service who are United States Citizens, and members of their families, while serving at locations abroad specifically designated by the Secretary for purposes of this paragraph, to;
  - (A) other locations abroad having different social, climatic, or other environmental conditions than those at the post at which the member of the Service is serving, or;

- (B) locations in the United States except that, unless the Secretary otherwise specifies in extraordinary circumstances travel expenses under this paragraph shall be limited to the cost for a member of the Service, and for each member of the family of the member, of 1 round trip during any continuous 2-year tour unbroken by home leave and of 2 round trips during any continuous 3-year tour unbroken by home leave;
- (7) removal of the family members of a member of the Service, and the furniture and household and personal effects (including automobiles) of the family, from a Foreign Service post where there is imminent danger because of the prevalence of disturbed conditions, and the return of such individuals, furniture, and effects to such post upon the cessation of such conditions, or to such other Foreign Service post as may in the meantime have become the post to which the member of the Service has been reassigned;
- (8) trips by a member of the Service for purposes of family visitation in situations where the family of the member is prevented by official order from accompanying the member to, or has been ordered from, the assigned post of the member because of imminent danger due to the prevalence of disturbed conditions, except that;
  - (A) with respect to any such member whose family is located in the United States, the Secretary may pay the costs and expenses for not to exceed 2 round trips in a 12-month period, and;
  - (B) with respect to any such member whose family is located abroad, the Secretary may pay such costs and expenses for trips in a 12-month period as do not exceed the cost of two round trips (at less than first class) to the District of Columbia;
- (9) round-trip travel from a location abroad for purposes of family visitation in emergency situations involving personal hardship;
- (10) preparing and transporting to the designated home in the United States or to a place not more distant, the remains of a member of the Service, or of a family member of a member of the Service, who dies abroad or while in travel status or, if death occurs in the United States, transport of the remains to the designated home in the United States or to a place not more distant;
- (11) transporting the furniture and household and personal effects of a member of the Service (and of his or her family) to successive posts of duty and, on separation of a member from the Service, to the place where the member will reside (or if the member has died, to the place where his or her family will reside);

- (12) packing and unpacking, transporting to and from a place of storage, and storing the furniture and household and personal effects of a member of the Service (and of his or her family);
  - (A) when the member is absent from his or her post of assignment under orders or is assigned to a Foreign Service post to which such furniture and household and personal effects cannot be taken or at which they cannot be used, or when it is in the public interest or more economical to authorize storage;
  - (B) in connection with an assignment of the member to a new post, except that costs and expenses may be paid under this subparagraph only for the period beginning on the date of departure from his or her last post or (in the case of a new member) on the date of departure from the place of residence of the member and ending on the earlier of the date which is 3 months after arrival of the member at the new post or the date on which the member establishes residence quarters, except that in extraordinary circumstances the Secretary may extend this period for not more than an additional 90 days; and
  - (C) in connection with separation of the member from the Service except that costs or expenses may not be paid under this subparagraph for storing furniture and household and personal effects for more than 3 months, except that in extraordinary circumstances the Secretary may extend this period for not more than an additional 90 days;
- (13) transporting for or on behalf of a member of the Service, a privately owned motor vehicle in any case in which the Secretary determines that water, rail, or air transportation of the motor vehicle is necessary or expedient for all or any part of the distance between points of origin and destination, but transportation may be provided under this paragraph for only one motor vehicle of a member during any 48-month period while the member is continuously serving abroad, except that another motor vehicle may be so transported as a replacement for such motor vehicle if such replacement;
  - (A) is determined, in advance, by the Secretary to be necessary for reasons beyond the control of the member and in the interest of the Government, or;
  - (B) is incident to a reassignment when the cost of transporting the replacement motor vehicle does not exceed the cost of transporting the motor vehicle that is replaced;

- (14) the travel and relocation of members of the Service, and members of their families, assigned to or within the United States (or any territory or possession of the United States or the Commonwealths of Puerto Rico and the Northern Mariana Islands), including assignments under subchapter VI of Chapter 33 of title 5, United States Code (notwithstanding section 3375(a) of such title, if an agreement similar to that required by section 3375(b) of such title is executed by the member of the Service); and
- (15) 1 round-trip per year for each child below age 21 of a member of the Service assigned abroad;
  - (A) to visit the member abroad if the child does not regularly reside with the member and the member is not receiving an education allowance or educational travel allowance for the child under section 5924(4) of title 5, United States Code, or;
  - (B) to visit the other parent of the child if the other parent resides in a country other than the country to which the member is assigned and the child regularly resides with the member and does not regularly attend school in the country in which the other parent resides, except that a payment under this paragraph may not exceed the cost of round-trip travel between the post to which the member is assigned and the port of entry in the contiguous 48 States which is nearest to that post.

**SEC. 902.** Loan of Household Effects.—

The Secretary may, as a means of eliminating transportation costs, provide members of the Service with basic household furnishing and equipment for use on a loan basis in personally owned or leased residences.

**SEC. 903.** Required Leave in the United States.—

- (a) The Secretary may order a member of the Service who is a citizen of the United States to take leave of absence under section 6305 of title 5, United States Code (without regard to the introductory clause of subsection (a) of that section), upon completion by that member of 18 months of continuous service abroad, The Secretary shall order on such leave of absence a member of the Service who is a citizen of the United States as soon as possible after completion by that member of 3 years of continuous service abroad.
- (b) Leave ordered under this section may be taken in the United States.
- (c) While on a leave of absence ordered under this section, the services of any member of the Service shall be available for such work or

duties in the Department or elsewhere as the Secretary may prescribe, but the time of such work or duties shall not be counted as leave.

## **14 FAM EXHIBIT 513**

### **EXCERPTS FROM PART 41 OF THE CODE OF FEDERAL REGULATIONS (41 CFR)**

*(CT:LOG-1; 05-27-2005)*

#### **Code of Federal Regulations**

In accordance with 41 CFR 102, Public Contracts and Property Management, GSA provides for accountability of serially numbered forms as follows:

#### **Accountability for U.S. Government Transportation Requests (GTRs)**

Section 102-41.118.250 Who is accountable for the issuance and use of GBL and GTR forms?

Each agency shall prescribe procedures to control GTR procurement, stocking, distribution, and accountability and shall establish safeguards to prevent their improper or unauthorized use. Each officer and employee of the Government or other person having custody of a GTR is responsible for its safekeeping and is liable for amounts which the Government may be required to pay because of improper use of the GTR resulting from fault or negligence of the custodian.

#### **Lost or Stolen GTRs; Lost U.S. Government Excess Baggage Authorization/Tickets (GEBATs)**

Section 102-41.118.110 Where can I find the rules for the use of a U.S. Government Transportation Request?

A lost or stolen GTR shall be reported promptly in writing by the accountable person to the appropriate agency office. This report shall include a complete statement of facts. If the lost or stolen GTR shows the carrier that is to honor the GTR, service desired, and point of origin, the accountable person shall also notify promptly in writing the named carrier and other local initial carriers.

A GTR that has been reported as lost or stolen but that is subsequently recovered shall not be used to obtain transportation or accommodations.

The recovered GTR, whether it is blank or partially or completely filled out, shall be returned promptly to the issuing officer who shall mark it "CANCELLED" and forward it through appropriate channels to the office keeping the accountability records. The GSA General Records Schedule 9, Travel and Transportation Records, provides instructions for disposition of canceled GTRs (see 102-41.118.110).

### **Accountability for Tickets or Coupons**

41 CFR 102-41.118 provides:

Federal agencies shall maintain adequate accounting and administrative control, including individual accountability, of tickets and other transportation documents received in exchange for GTRs or other procuring instruments. Agency regulations should caution travelers and other accountable persons that failure to account for these documents may result in personal liability.

### **Accountability for U.S. Government Bills-of-Lading**

Agencies shall maintain accountability records and physical control of GBL stock. Employees responsible for the issuance and use of GBL forms shall be held accountable for their disposition.





## Guide to Preparation of Form SF-1169

- (1) **BILL CHARGES TO** Most forms will be pre-printed in this block. If old stock is being used and the block is blank, enter exact name and complete postal address of the U.S. Government office to which the carrier is to present the bill for payment.
- (2) **FISCAL DATA** Enter appropriate fiscal accounting information. When payment is to be made in other than U.S. dollars, show type of currency in "Special Accommodations and Requirements" box; for example, "To be paid in Indian rupees."
- (3) **PLACE AND DATE OF ISSUE** Enter installation, point, city, State, or country, and GTR date of issue rather than the date of the ticket or transportation service requested.
- (4) **ISSUING GOVERNMENT OFFICER OR TRAVELER** Signature and office, division or branch, and Department or Agency are to be entered in this block.
- (5) **TRAVELER** (Type or print) Enter name of traveler and title or military rank where such designation is necessary to obtain special fares.
- (6) **OTHERS** (Number) Enter number of persons in addition to the traveler for whom transportation and/or accommodations are being requested. Include infants in the number regardless of whether seating or other accommodations are authorized. When GTR is to cover one person, only, enter the word "No."
- (7) **DEPENDENT TRAVEL—CHILDREN** (Dates of birth) Check "Spouse" block and list name of spouse if spouse is to accompany the traveler. Also, list names and dates of birth of any dependent children who will accompany the traveler; for example, "Michael (06/06/XXXX), Anne (12/04/XXXX)," etc.
- (8) **SPECIAL ACCOMMODATIONS AND REQUIREMENTS** Enter number and type of accommodations to be furnished and list points between which each type of accommodation is to be utilized. Abbreviate if necessary. For rail travel, indicate whether parlor car seat, roomette, etc.

Steamship travel is **not** authorized, unless a medical justification determines that travel by air is detrimental to the health of the employee or employee's dependents. If medical conditions permit use of steamship travel, when known: show name of vessel, sailing date, and number of assigned stateroom (bed or berth where less than room capacity is involved). If the available accommodation for the class authorized is unknown at time of issuance of the GTR, enter the words "lowest available accommodation." Then, before surrendering the GTR to the

carrier, the traveler shall enter in the "Continuation of Services Required" box on the reverse side of the GTR, over the traveler's signature, the following:

**I certify that berth \_\_\_\_\_, stateroom No. \_\_\_\_\_,  
on SS \_\_\_\_\_. date of sailing \_\_\_\_\_, was  
furnished at the lowest available accommodation at time  
reservation was made.**

The foregoing provision is not to be construed as authorizing travelers to obligate the U.S. Government to pay for services in excess of those allowed by law or pertinent administrative regulations. Where use of a stateroom on a lake, river, or coastwise steamship involves a separate charge, enter the specific value of the authorized room in the "Special Accommodations and Requirements" box.

Also enter in this box any special fares and/or charges, such as Group Fare-Commercial Air Movement (GF-CAM), Charter, Contract, Section 22 Quotation, etc., followed by any pertinent movement, charter, or contract number. On a GTR issued for the U.S. domestic portion of any international journey, enter "Conj/intl travel."

- (9) **CARRIER OR AGENT TENDERED TO** Enter name of the carrier that is to honor the GTR. When the GTR must be presented to the carrier or agent other than the one shown in this box, either the issuing officer or the traveler shall endorse the GTR to that carrier or agent by entering in the "Service Furnished If Other Than Requested" box on the reverse side, over the traveler's signature, the words "Endorsed to (carrier/agent) for ticket issuance."
- (10) **CITIES** Enter in the "From" box the name of the city and State or point from which transportation and/or accommodations are to be furnished. In the "To" boxes, enter the cities and states or points to which such services are to be furnished. Use city/airport codes for air travel when such are known; otherwise, use the city with the Postal Service style of two-letter State and province abbreviation.
- (11) **STOPOVER AUTH** Enter "Yes" before the cities at which stopovers are authorized and "No" for all others.
- (12) **CARRIER AND CLASS OF SERVICE** Enter in the applicable box the initials or code name of the carrier and class of service authorized between each listed point. For air travel, show first or economy class. Business class is not authorized. For rail travel show whether first, second, coach, etc., and for steamship travel show whether first, second, cabin, tourist, etc.

- (13) **EXCESS BAGGAGE AUTHORIZED** Enter the exact weight and/or number of pieces of excess baggage authorized to be transported for each leg of the trip. When the exact weight or number of pieces is unknown, show the maximum excess authorized. If excess baggage is not authorized, enter the word "None" in the "Weight" and "Pieces" columns opposite the respective city or point entered in the "To" box. On a GTR issued to procure excess baggage only, complete the GTR as outlined above, but enter the words "Excess baggage only" in the "Special Accommodations and Requirements" box.